

Acting Personnel Director

7 January 1952

Recorder, Efficiency Awards Committee

Meeting of Efficiency Awards Committee

1. The Efficiency Awards Committee will meet on Thursday, 10 January 1952, at 10:00 a.m. in Room 115, North Building.

2. The suggestions of five employees are summarized below. You may care to bring this memorandum to the meeting for convenient reference.

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a.

Intelligence Officer, GS-13
Office of Operations
Contact Division

(1) Information concerning the suggestion:

(a) Pertinent office memorandum is reproduced below:

"TO : Personnel Director

FROM: Acting Assistant Director for Operations

1. On 23 November 1951, [redacted], Intelligence Officer, GS-13, [redacted], Contact Division, Office of Operations, delivered the attached clippings to me with an overall suggestion that CIA give consideration to the establishment of a preventive medical program which by annual physical examination or other means would insure that employees see a doctor before their health deteriorates and that constructive programs are suggested to individual employees with a view toward keeping them in good health. [redacted] felt that such a program would be a great boost to employees' morale and would also prolong employees' usefulness to the Agency.

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2. [redacted] also suggested that the Agency give consideration to a group insurance program such as that now in effect in the FBI. I am not familiar with the details of this program.

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3. These suggestions are forwarded for your consideration.

/s/

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- (b) Both "news" clippings are available for perusal. One of the clippings, entitled "Why Grow Old", recommends the geriatric examination which "brings the whole you--present, past and future--into focus." The other clipping refers to the physical fitness program espoused by Dr. Thomas Kirk Cureton, Director of the Physical Fitness Research Laboratory, University of Illinois.

(2) The Office of General Services reports as follows:

- "1. The interpretation of Public Law 656 by the U.S. Public Health Service has limited preventive medical programs to Agency installations where employees exceed 300 in number.
2. The Chief, Medical Office states that in the departmental headquarters an extensive preventive medical program is in operation and these facilities are extended to continental employees when in Washington on other official business.
3. Group insurance programs are currently in effect for covert employees outside the continental limits of the United States. These include a health association program as well as life insurance protection.
4. After considerable investigation and deliberation by the Personnel Office, the establishment of a group insurance program to include Agency employees in the continental United States, both overt and covert, was ruled out. The high premium costs together with the security aspects involved were the determining factors for such action."

b. [REDACTED]
Secretary (Steno) GS-6
Office of Research and Reports
Geographic Division

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(1) Information concerning the suggestion:

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- (a) The body of [REDACTED] memorandum is quoted below:

"In every government office in which I have worked during the past nine years, cards have been used in quantity for filing. These have been obtained from the Supply Section at considerable expense.

From the standpoints of paper quality, good typing, and less bulk in filing, Sections in the Geographic Division have found the attached card more satisfactory than the usual softer quality card purchased

Com Consensus:

1. Commendation
2. While sug. reflects considerable merit there are

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- 3 -

by the Agency for filing purposes. These cards are available from Reproduction where they are cut from the remnants of map printing jobs. Since March 1949, D/C/A has requisitioned 49,000 of these lighter weight cards, in both 3x5 and 5x8 sizes, and many more could have been used.

I suggest:

That a considerable saving can be effected by the Agency if standard size, lightweight cards are provided by Reproduction to the Supply Office as stock items available to all parts of CIA offices. These cards would be negligible in cost, take up less room in filing, and be of much better quality for typing.

Samples of both types of cards are attached:

- /1 - purchased
- /2 - a remnant from Reproduction

/s/

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(2) Evaluation of the Acting Chief, Organization and Methods Service:

- (a) Weights of file cards vary from 220 to 280 and are supplied by General Services Administration, in accordance with stocks on hand, regardless of Agency specification for lightweight stock.
- (b) Reproduction Division plans projects for maximum utilization of card stock, so that little, if any, surplus remains. The number of projects using this type of material are small in number and it is not possible, therefore, to this as a method of stock replenishment. *use*

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c.

Intelligence Officer, GS-9
Office of Operations
Foreign Documents Division

Com Comments:

(1) Information concerning the suggestion:

- (a) The body of [redacted] memorandum is quoted below:

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"I suggest that CIA and all other government agencies adopt the following plan as a method for saving many

1. Commendation

2. While idea reflects

considerable merit,

there are too many practical

objections

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hours of time, and thereby a corresponding amount of money.

At the present time administrative workers must frequently spend an appreciable amount of time each time a drive is launched for donations to some worthy cause, time in distributing and collecting pledge forms and money, and in taking the responsibility for such funds. Under the system I am proposing this time and effort would be saved.

I suggest that this agency and all other government agencies set up a "consolidated welfare fund," as it is known in one private industry where it is being used. Under this system each employee is given a pledge card and asked to indicate, if he will, that he wished to pledge a total of one day's pay (or more if he desired). On the back of the pledge card are listed all the organizations and agencies which publicly solicit funds, such as the Red Cross, Cancer Fund, etc. The employee is asked to indicate beside each listed organization the percentage of his total contribution that he wished to donate to that particular fund. If he wished, he may have his contribution divided equally among the listed agencies by simply leaving the back side of the card blank.

Further, on the same pledge card he authorizes the finance officer of his agency to deduct from his pay one hour's salary per month for eight months (or more, of course, if he pledged more than one day's pay). This form, in this respect is similar to the voucher used for the payroll savings plan. This last feature makes contributing to these very worthwhile causes much more convenient financially.

The employee is then given a small card on which it states that he has contributed to the listed agencies. This card can then be shown by the employee to any solicitor who might approach him outside his office.

Another and perhaps most important advantage to be gained by this system is indicated by the fact that in the industry where this system is in use, the total amount of money pledged to these causes is definitely well above the average for the economic levels involved.

/s/

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- 5 -

(b) A memorandum relative to the suggestion is reproduced below:

"TO: Advisor for Management
thru Acting Assistant Director for Operations
FROM: Chief, Foreign Documents Division

1. Attached herewith is a suggestion for saving of time and patience which I believe to be of merit. This suggestion is made by [REDACTED] GS-9 of the Eastern European Branch of the Foreign Documents Division.

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/s/
J. J. Bagnall"

(2) Evaluation of suggestion by Acting Chief, Organization and Methods Service is reproduced below:

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"1. [REDACTED] suggestion appears to be of principal concern to the Finance Office. Accordingly, [REDACTED] of that office was consulted and offered the following objections:

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- a. It would be necessary to prepare a special "Payroll Change Slip" each time a deduction was made. Schedules of payment for each possible deduction would have to be set up by the Finance Office.
- b. Elaborate sets of records would be necessary to guarantee carrying out the donor's will.
- c. A special bonded account for the funds would have to be set up and audited. Resignations and accessions would make complicated adjustments necessary.
- d. Employees transferring from vouchered to unvouchered funds would present a problem.
- e. Additional employees would be needed in the Finance Office.
- f. The General Accounting Office discourages extra deductions.

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d. [REDACTED]
Secretary (Steno) CS-6
Office of Scientific Intelligence
Scientific Analysis Division

(1) Information concerning the suggestion:

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(a) [REDACTED] memorandum is reproduced below

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"TO : Personnel Officer, OSI
FROM: [REDACTED] SAD/OSI
Reference: (a) CIA Regulation [REDACTED], dated 24 July 1951
(b) CIA Notice [REDACTED] - Subject: ADDITIONAL
MARKING OF CLASSIFIED DOCUMENTS - dated
23 Oct 51

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1. Reference (b) requires the stamping of the words SECURITY INFORMATION, in addition to the usual security designations.

2. As the volume of paper for the whole agency, coming under this provision, must be great, it is my suggestion that very substantial savings in time and money could be accomplished through the preparation and issuance throughout the agency of single stamps which carry both the security classification and the additional words SECURITY INFORMATION. This would permit what is now a double operation to be made a single operation.

(2) Evaluation of Acting Chief, Organization and Method Service:

"1. The subject suggestion has merit. In fact, it was considered at the time CIA Notice No. [REDACTED] was published though not installed in order to conserve existing stamps. Action was initiated by JAG, prior to the receipt of the suggestion, to insure that all stamps procured in the future contain both the security classification and the words "Security Information." Quantities of these stamps have already been procured and distributed to office requesting same. It is pointed out that certain material originating within the Agency will require only the security classification stamp without the words, "Security Information," being shown.

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2. Even though an award is not indicated it is recommended that the suggestor be commended for his interest in simplifying administrative procedures."

/s/ [REDACTED]

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Committee Consensus:
1. Commendation.
2. JAG is excellent; however, I & S already acted to obtain the stamps suggested. DPC

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a. [REDACTED]
Chief, Payroll Branch, GS-9
Finance Office
Fiscal Division

(1) Information concerning the suggestions:

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- (a) The body of [REDACTED] memorandum is quoted below:
"There is attached a single combination form designed to replace the two presently used Standard Forms No. 1130 (Time and Attendance Report) and No. 1126, Revised [REDACTED] Payroll Change Slip, (pad type), samples attached."

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It is requested that consideration be given to adopting the proposed single form in the interest of eliminating some of the manual operations now attached to payroll preparation and affording a neater, speedier and equally accurate result. A survey in the Payroll Branch reveals that 60.2 per cent changes occur each pay period. The time presently consumed in preparing Form 1126 in the Fiscal Division from information reported on Standard Forms 1130 by the various Agency units would be reduced at least 50 per cent, a savings of approximately \$6500 per annum. Therefore, with this saving alone the time required to process the payrolls would be greatly reduced by eliminating the recording of the repetitive information. It is further requested that there be considered the possibility of adapting IBM equipment to the initial and partial preparation of the proposed combination form to further reduce the manual effort by the various Agency units in preparing the Time and Attendance Report section of it. It is believed that items 1, 2, 3 and 11, a, b, c, d, and f, could be furnished through the use of IBM equipment. The time currently consumed by the Fiscal Division and the Agency units for completing these items would be reduced by more than 75 per cent, or, in time costs, approximately \$4600 per annum. ✓

The form should be provided with a carbon insert allowing for one carbon copy. The original and duplicate forms, after IBM preparation, could be distributed to the payment clerks each pay day for delivery to the Time and Attendance Clerks for the ensuing payroll period beginning the following Monday. The applicable carbon copies would be delivered with salary checks for the applicable pay period in those instances where employees receive other than a normal pay. An easy

*Committee Action:
Report action until
payroll preparation
is put on
Machine Records
D.K.*

-8-

means of separating the forms would appear to be the providing of a carbon snap-out form similar to Standard Form No. 1126s, sample attached.

/s/

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- (b) Single combination form referred to by [REDACTED] is attached to the original memorandum.

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(2) Initial report of the Advisor for Management:

29 June 1951

- "1. A preliminary review of the attached suggestion from Mr. Nelson indicates that IBM marked sense cards could be substituted for Time and Attendance report, SF-1130. The advantages and economy of such a procedure could only be determined after thorough study.

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2. A suggestion to combine forms SF-1130 and Form No. 1126, [REDACTED] Payroll Change Slip, has been received from Mr. [REDACTED] of the Payroll Division. This suggestion was submitted directly to this office.

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3. Both of the above suggestions are refinements to the Vouchered Payroll procedure which has been developed and which will be installed within the next three months when there will be sufficient personnel in the Machine Records Branch to assure proper and continuous operation.

4. It is intended that the basic payroll procedure as developed, be installed and that one of the refinements suggested above be considered for adoption after the installation has been made.

5. Therefore, it is suggested commendatory replies be made to both suggestors explaining to them that their suggestions will be studied further and they will be contacted later.

/s/

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(2) Evaluation of the Advisor for Management:

6 December 1951

- "1. The attached suggestion submitted by [REDACTED] Fiscal Division, is essentially two suggestions, the second is dependent upon the developing of the first.

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2. Part One of the suggestion, to combine Standard Forms No. 1130 (Time and Attendance Report) and No. 1126, Revised [REDACTED] Payroll Change Slip, (pad type), has been placed in effect and the estimated annual savings of \$6500 have begun to accrue to the Agency.

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3. In Part Two, [REDACTED] suggested that further savings of \$4500 per annum might be realized by having certain data printed on the combined T&A form by the punched-card method when the Vouchered Payroll is placed on a punched-card basis. This part of his suggestion will be considered when the punched-card method is applied to the Vouchered Payroll.

4. However, it is recommended that Part One of the suggestion be considered as a basis for an award to [REDACTED] at this time.

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5. Since [REDACTED] is employed in the Fiscal Division, a cash award may not be in order but it is believed that a salary raise may be in order for the initiation and development of a suggestion over and above the normal requirements of his position.



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